

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY REÇORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention. Scheduling 3	ection.			
FOR AGENCY USE	1. Agency Address		FOR RECORDS MA	NAGEMENT USE
Agelication Date	Department of Educ	cation	Application Number	
· ·	-	chools and Services	77-13	4-A
Application Number	Special Services	Unit	Date Received	Date Completed
	12 Mitchell St.,	Atlanta, GA 30334	OCT 16 1978	NOV 1 3 1978
2. Person to Contact		Working Title	<u> </u>	elephone Number
• Evelyn Rowe		Coordinator		656-2537
3. Action Requested				030 2331
-	Schedule; record will continue	to accumulate		
	cumulation; no further accumu			
c. 🖾 Amend Application	75 401	One: C Change; A Superced	de: □ Void	
4. Dates of Series		wed by title used in office; if di	The state of the s	and the second s
Earliest Latest				
1964 To Date	CIVIL RIGH	rs compliance advisory	FILES	
6. Division and Office Function	What is the function of	f the Division and the Office in	which this record serie	s is created?
	ná z			•
			•	
The Special Se	ervices Unit provides	technical assistance	and information	
		laws, regulations and		
	ich govern federally			
-	_			
1				
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				• .
	·	1		•
			1	
7. Record Series Description	Attach samples of the file.	ing documents (include form nu	imbers and titles, it any	<i>•</i>
	_	local school systems u		
order on matte	ers pertaining to com	pliance with the Civil	Rights Act of	1964.
		of voluntary complian		
		ssist local school sys nment, Office for Civi		ng
		ummary Report and Indi	_	3777110
		local school official		
federal govern		rocar outload official	s and beare and	·
,				
			*	i e
File is arranged: chronolo	ogically by year; the	reunder alphabetically	by school syste	em.
,		™_+ • •A		
8. Monthly Reference Rate	How often are records re	ferred to which are:		
One to six months old	10 ; Seven to twelve mon	ths old; Thirteen to	o twenty-four months	old;
twenty-five months and olde	_ `	· ·		•
9. Annual Rate of Accumulation	on of Records			
Letter-size drawers1	; Legal-size drawers) ; Shelves <u>0</u> ;	Other (specify)	
	•	•		
AD 60 34 Bay 36		(Over)		The second secon

YES	NO	10.	Questionnaire	(Place an "X" ii	n the proper ∞	olumn)	
	X.] a.		al copy of the ser	ies? Major	portions of this record series exist hool system as official copies.	in each
		b.	If not, where is Does the series of			requiring security handling? If yes, cite law or regula	ation.
	X	}	Is this a vital rec	nord?			
X	Α				long term resea	arch value? POSSIBLY	
						necessary to keep the entire file for a long period, cou	id these
	_NA			heduled separate			
	Х					published? If yes, aftach copy.	
	_X	g.	Is the information of the least the information of the least the l	on contained in the	his series ever a	nalŷzed and/or recorded in a summarized report?	
<u> X</u>		h.	Is there a duplic If yes, where?			e, or in another office or agency? on in each school system office.	·
	X					microfilmed?	· · · · · · · · · · · · · · · · · · ·
	<u>X</u>			series result in a			
11.	Retent	tion F	Requirements	The fo	ollowing require	es the series to be kept:	
	a. Sta b. Sta c. Fed	itute d	of limitation		years. years. years.	d. Audit period e. Administrative need f. Federal retention instructions 0	
ļ	Attach	op)	y or excerpt of la	ws or regulations.	Explain admin	nistrative need.	•
						veral years have shown a need for the ol systems in federal court order con	
ł							
12.				💛 . 🗖 Cal	lendar Year: 🏻	Fiscal Year; Other	then,
-	☐ Tra ☐ Tra ☑ De: ☑ Tra	ansfer ansfer stroy, ansfer	to local holding to State Record		onth(s)1 year(s); 9year		then,
-	☐ Tra ☐ Tra ☑ De: ☑ Tra	ansfer ansfer stroy, ansfer	to local holding to State Record to State Archive	aream area, hold s Center; hold	onth(s)1 year(s); 9year	year(s); then	then,
-	☐ Tra ☐ Tra ☑ De: ☑ Tra	ansfer ansfer stroy, ansfer	to local holding to State Record to State Archive	aream area, hold s Center; hold	onth(s)1 year(s); 9year	year(s); then	then,
	☐ Tra ☐ Tra ☑ De: ☑ Tra	ansfer ansfer stroy, ansfer	to local holding to State Record to State Archive	aream area, hold s Center; hold	nonth(s)1 year(s); 9year retention.	year(s); then r(s); then	then,
	☐ Tra ☐ Tra ☑ De: ☑ Tra	ansfer ansfer stroy, ansfer	to local holding to State Record to State Archive Specify)	aream area, hold s Center; hold es for permanent	nonth(s)1 year(s); 9year retention.	year(s); then r(s); then	
-	□ Tra □ Dea □ Tra □ Otl	ansfer ansfer stroy ansfer her (S	to local holding to State Record to State Archive Specify)	aream area, hold s Center; hold es for permanent	nonth(s)1 year(s); 9year retention.	year(s); then r(s); then 'And the second se	
-	□ Tra □ Dea □ Tra □ Otl	ansfer ansfer stroy ansfer her (S	to local holding to State Record to State Archive Specify)	aream area, hold s Center; hold es for permanent	nonth(s)1 year(s); 9year retention.	year(s); then r(s); then 'And the second se	
	☐ Tra ☐ Tra ☐ De ☐ Oti	ansfer ansfer stroy ansfer her (3	to local holding to State Record. to State Archive Specify)	aream area, hold s Center; hold es for permanent	re accumulation	year(s); then r(s); then ns of the series.	
	☐ Tra ☐ Tra ☐ De ☐ Oti	ansfer ansfer stroy ansfer her (3	to local holding to State Record to State Archive Specify)	aream area, hold s Center; hold es for permanent	nonth(s)1 year(s); 9year retention.	year(s); then r(s); then 'And the second se	
	☐ Tra ☐ Tra ☐ De ☐ Oti	ansfer ansfer stroy ansfer her (3	to local holding to State Record. to State Archive Specify)	aream area, hold s Center; hold es for permanent	re accumulation	ryear(s); then r(s); then In soft he series. Records Management Officer (Signature) Walker L. Baungardner	Date 9-29-78
Ager	Tra De Tra Ott	instru	to local holding to State Record. to State Archive Specify)	aream area, hold s Center; hold es for permanent	re accumulation	year(s); then r(s); then ins of the series. Records Management Officer (Signature)	Date 9-29-78 Date
Ager	Tra Dead Tra	instru	to local holding to State Record to State Archive Specify) uctions apply to eligned (Signature) ons in para-proved.	aream area, hold s Center; hold es for permanent	re accumulation Date	ryear(s); then r(s); then In soft he series. Records Management Officer (Signature) Walker L. Baungardner	Date 9-29-78
Ager Reco grap (If d	Tra Dead Tra	instruction and a approved,	to local holding to State Record to State Archive Specify) uctions apply to elignes (Signature) ons in paraproved. attach letter	aream area, hold s Center; hold es for permanent	retention. Date //Designee	ryear(s); then r(s); then In soft he series. Records Management Officer (Signature) Walker L. Baungardner	Date 9-29-78 Date 11-8-18
Ager Reco grap (If d	Tra Tra De Tra Otil	instruction and a approved,	to local holding to State Record to State Archive Specify) uctions apply to elignes (Signature) ons in paraproved. attach letter	aream area, hold s Center; hold es for permanent all prior and futur fre) State Auditor	re accumulation Date //Designee ate/Designee	ryear(s); then r(s); then rs of the series. Records Management Officer (Signature) Walker L Baungardner State Records Committee (Signature)	Date 9-29-78 Date



APPLICATION FOR RECORDS RETENTION SCHEDULE

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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	Application Number
May 12, 1977	Office of Administrative Services	77-134
Application Number	Administrative Leadership Unit	Date Received Date Completed
· · · · · · · · · · · · · · · · · · ·		MAY 1 8 1977 JUN - 9 1977
2. Person to Contact	Working Title	Telephone Number
Wilson Harry	y Technical Assistanc	•
3. Action Requested		
a. 🖾 Establish Retention S	Schedule; record will continue to accumulate.	
b. Dispose of present ac	cumulation; no further accumulation anticipated.	
	No Check One: Change; Superco	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if a	(ifferent)
1964 To date	CIVIL RIGHTS COMPLIANCE ADVISORY	FILES
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
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:		e to the contract of the contr
The Adminis	trative Leadership Unit provides pe	rsonnel to serve
	ocal school systems, administers Co	
	at the state level and provides ass	
	matters pertaining to federal regu	
	1	
7. Record Series Description	This file contains the following documents (include form n	numbers and titles, if any):
** .	Attach samples of the file.	•
	ising local school systems under fe	
on matters	pertaining to compliance with the C	IVIL RIGHTS ACT OF 1964.
Included are: desegreg	ation court orders, plans of volunt	ary compliance various
	tment of Education forms to assist	
	g on compliance to the federal gove	
	s Forms OS/CR 101 and 102: School S	
	ual School Campus Report, and corre	
school system	ems and state and federal governmen	t.
,		<u> </u>
File is arranged:chronole	ogically by year and thereunder alp	habetically by school
system.		
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old	Seven to twelve months old; Thirteen	to twenty-four months old :
twenty-five months and older		
9. Annual Rate of Accumulation	n of Records	o
Letter-size grawers	; Legal-size drawers0 ; Shelves0	; Utner (specify)
	<u> </u>	
R-50-71: Rev. 76	(Over)	

	NO	10. Questionnaire			the state of the s
	x			ajor portions of this record serie of system as official copies.	s exist
	x			tion requiring security handling? If yes, cite law or regular	tion.
	X	c. Is this a vital re	ecord?	** ** ** ** ** ** ** ** ** ** ** ** **	
X		d. Does this series	s have historical or long term	research value? Possibly	
	NA	e. When one or to		e it necessary to keep the entire file for a long period, could	these
	X			ver published? If yes, attach copy.	
		197		ver analyzed and/or recorded in a summarized report?	
	X	If ves, attach c	юру,		
X	<u> </u>			office, or in another office or agency? ion in each school system office.	
	X		r a major portion of it) regula		
11.		tion Requirements	d series result in a computer of the following rec	printout? quires the series to be kept:	
			_	quitos tito series to be rept.	
		te Law	0years.	d. Audit period	years.
		tute of limitation	O years.	e. Administrative need	years.
	c. rec	deral law	years.	f. Federal retention instructions	years.
	Attack	s nany or averent of I	lous or regulations. Evolain as	duniminėtrotivo mond	
	Attaci	copy or excerpt or i	laws or regulations. Explain ad	ummistrative need.	
	No	eded for 5 v	reard to assist lo	ocal school systems in federal cou	rt
		der complian		ocal school systems in rederal cou	
12.	Appro	ved Disposition Instr	ructions This agency recor	mmends that the file series be cut off at the end of each:	
				r; 🗷 Fiscal Year; 🗆 Other	•
		•-	Caronical Feat	7, 25 1 13001 1 001, 11 00101	ulen,
ł	DX Ho	ld in the current files	s areamonth(s)		•
	□ Tra	insfer to local holdin	g area, holdyear	r(s); then	
	_		ds Center; hold4	year(s); then	
1	DE Des	-			
		inster to State Archiv ner <i>(Specify)</i>	ves for permanent retention.	1	
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	These				
			o all prior and future accumula		Date
		instructions apply to	o all prior and future accumulature) Dete	Records Management Officer (Signature)	Date 5 / 12/77
		instructions apply to	o all prior and future accumula	ations of the series. Records Management Officer (Signature) 7 Walku X Baungardon	5/13/17
Ager	ncy He	instructions apply to	o all prior and future accumulature) Dete	Records Management Officer (Signature)	Date 5 / 13/77 Date
Ager (),)	ncy He	instructions apply to	o all prior and future accumulature) Dete	ations of the series. Records Management Officer (Signature) 7 Walku X Baungardon	5/13/17
Ager	ommen h 12 ar	ad/Designes (Signated Additions in para-	State Auditor/Designee	Records Management Officer (Signature) 7 Walker & Baumgarden State Records Committee (Signature)	5/13/17
Ager	may He	ad/Designes (Signated Additions in para-	o all prior and future accumulative) Opte Acc 62, 5/13/7	Records Management Officer (Signature) 7 Walker & Baumgardhu State Records Committee (Signature) see Cantell Ant	5/13/17
